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April 18, 2016

**ADDENDUM TWO
TO THE REQUEST FOR PROPOSALS
FOR GAIN CASE MANAGEMENT SERVICES
RFP CMD #16-02**

This is Addendum Two to the GAIN Case Management Services Request for Proposals (RFP CMD #16-02), which was released on March 17, 2016.

Part One of this Addendum contains clarification to one the answers to a question that was provided in Addendum One. Part Two of the addendum contains portions of the RFP that have been revised.

The information contained in this Addendum Two supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

and

http://doingbusiness.lacounty.gov/main_db.htm

Proposals are due and must be received by DPSS no later than 12:00 p.m. Pacific Time, April 26, 2016. No late proposals will be accepted.

Please continue to access the above-mentioned websites for updates.

ADDENDUM TWO

PART ONE

REQUEST FOR PROPOSALS

Question 24: Should the Living Wage form, Exhibit 18, page 328, be submitted in Section 3, Qualifications, or with the other forms?

Answer 24: Exhibit 18 must be submitted as part of the Business Proposal, Section 10. See RFP Paragraph 7.8.14, Business Proposal Required Forms, Page 54.

ADDENDUM TWO

PART TWO

Addendum Two, Part Two to the Request for Proposals, RFP CMD #16-02 shall cause the following revision.

1. RFP, Paragraph 7.8.13, Living Wage Compliance (Business Proposal, Section 9), has been revised to include a letter on the following paragraph as follows (**revision in bold**).

7.8.13 Living Wage Compliance (Business Proposal, Section 9)

The Living Wage Program requires that contractors demonstrate during both the solicitation process and for the term of their contract, business stability, integrity in employee relations, and the financial ability to pay the living wage.

Proposers must complete, sign and include the Living Wage Forms included in Appendix D, Required Forms, in the proposal:

A. Proposer's Staffing Plan

1. Proposer must submit a staffing plan, Exhibit 18, which is comprised of full-time employees, unless the Proposer can demonstrate to the County the necessity of part-time staff. If a staffing plan contains part-time employees, Proposer shall submit written justification for use of part-time staff.

B. Proposer's Acknowledgement and Statement of Compliance

The Acknowledgement and Statement of Compliance, Exhibit 15 is a statement, under penalty of perjury, that there were no past labor violations of any federal, State, County or City statutes.

Should the Contractor have violations to report, Contractor shall provide a listing of projects and a brief description of the circumstances regarding the violation(s) on Exhibit 16, Acknowledgement and Statement of Compliance Labor/Payroll/Debarment History.

C. Proposer's Approach to Labor-Payroll Record Keeping and Regulatory Compliance:

Proposer is required to comply with federal and State labor regulations and record keeping requirements. The objective of this subsection is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with federal and State labor regulations and record keeping requirements. In order to appropriately evaluate this area, it is critical that Proposer submit a detailed description of the processes, and the steps associated with those processes.

Proposers should provide additional details to ensure a clear picture of the firm's processes and controls. Proposers must answer all questions thoroughly and in the same sequence as provided below. If Proposer believes that a question is not applicable, indicate with "N/A" and explain why that question is not applicable.

Proposer should describe the firm's employee labor-payroll record keeping system and the controls in place that ensure ongoing regulatory compliance. Include, at a minimum, a detailed discussion of the following:

1. Discuss how employee hours actually worked are tracked. The detailed explanation should include:
 - a. Where do firm's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite? If the latter is the firm's practice/process, when does the firm consider the employees' shift to have started? At a central site or upon arrival at the work location?
 - b. How does the firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check-in, call-in system, or some other method.
 - c. What records are created to document the beginning and ending times of employees' actual work shifts? What records are maintained by the firm of actual time worked? Are the records maintained daily or at another interval (indicate the interval)? Who creates these records (e.g., employee, a supervisor, or office staff)? Who checks the records and what are they checking for? What happens to these records? Are they used as a source document to create the firm's payroll? Provide a copy of these records.
 - d. If the records created in response to Subparagraph "c" above are not used to create the payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document and what do they compare it with prior to approving the source document?
 - e. How does the firm know that employees take mandated breaks and meal breaks (periods)? Does the firm maintain any written supporting documentation to validate that the breaks actually occurred? If so, who prepares, reviews, and approves such documentation.
2. Discuss how the firm's payroll is prepared and how the firm ensures that employee wages are appropriately paid. The detailed explanation should include:

- a. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? If by check, do they receive a single check for straight time and overtime or are separate payments made? What information is provided on the check (e.g., deductions for taxes, etc.)? Provide a copy of a check and check stub (cover up or block out bank account information) that shows deduction categories.
- b. If the firm uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?
- c. If the firm uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? Is it embedded in the software program or does someone have to override the system to perform the calculation?
- d. How is travel time during an employee's shift paid? At what rate is such travel time paid if the employee has multiple wage rates? Discuss how the firm calculates the day's wages for each situation described in the following two examples: 1) during a single shift, an employee works three (3) hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four (4) hours, where they are paid at a different rate than the County's Living Wage rate and 2) during a single shift, an employee works three (3) hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four (4) hours, where they are also paid the County's Living Wage rate.
- e. How does the firm calculate overtime wages? What if the employee has multiple wage rates?